



Personnel  
1300 Sawgrass Corporate Parkway, #100 • Sunrise, FL 33323 • Phone: 954.838.4522

## SENIOR PAYROLL SPECIALIST

DATE: May 19, 2006

SALARY: \$38,693 - \$53,340

NATURE OF WORK: This is advanced technical and clerical work in the centralized payroll operation.

HOURS: Monday – Friday  
9:00 A.M. – 5:00 P.M.

WORKSITE LOCATION: Finance Department, City Hall  
10770 W. Oakland Park Blvd., Sunrise  
1607 N.W. 136 Ave, Bldg. B, Sunrise

EDUCATION: Graduation from an accredited high school or G.E.D. equivalency diploma.

EXPERIENCE: -- Two (2) years full-time (or equivalent) paid experience in payroll processing and record keeping in a centralized payroll operation.  
-- Competence in Excel required.

CLOSING DATE: Open until filled.

HOW TO APPLY: Please submit a completed City of Sunrise Employment Application and proof of education to the Personnel Dept.

It shall be the policy of the City of Sunrise to hire well-qualified persons to perform the many tasks necessary in providing the services the City is called upon to render. An integral part of this policy is to provide equal employment opportunity for all persons for employment and to recruit and administer hiring, working conditions, benefits and privileges of employment, compensation, training, appointments for advancement, including upgrading and promotions, transfers, and terminations of employment including layoffs and recalls for all employees without discrimination because of race, color, religion, national origin, sex, marital status, sexual orientation, age or physical or mental disabilities who are qualified for the jobs they are seeking.

**EQUAL OPPORTUNITY EMPLOYER - M/F/D/V**